



Embassy of the United States of America

Quito, Ecuador

**Travel Management Services
Solicitation No.: SEC750-15-Q-0001
Pre-proposal Conference Question & Answers – Q&As
April 15, 2015**

The U.S. Embassy Quito conducted a pre-proposal conference on Wednesday, April 15, 2015 at 10:00 hours for the above referenced solicitation for the US Embassy – Quito. Six (6) firms participated in this pre-proposal conference: Polimundo, Metropolitan Touring, Euroviajes, Coltur, Ecuadorian Tours, Global Tours. The questions and answers below are responsive to the inquiries received by email regarding this solicitation. The questions were submitted via e-mail to: BalsecaJJ@state.gov

Question #1: Where is the place of performance of the Project Manager?

Answer: The Project Manager does not need to work daily on the Embassy premises; however, regular visits are required.

Question #2: Do we need a toll free number for emergency services and another one for regular calls?

Answer: No toll free number is required; cell phone numbers for emergency services must be available 24/7 to contact travel agents.

Question #3: Can we get a purchase detail of tickets, hotels, car rentals, transfers (domestic and international) in USD dollars?

Answer: Enclosed you will find the breakdown of the services purchased during the period January - December 2014, including tickets and transfer services.

Tickets

	Total	Tickets	% Total
INTERNATIONAL TICKETS	\$ 1,170,782.34	891	90.99%
DOMESTIC TICKETS	\$ 115,981.89	702	9.01%
TOTAL	\$ 1,286,764.23	1593	100.00%

Other services provided

Service	Total	% Total
Airport Transfer services	\$ 39,949.53	79.31%
Travel Insurances	\$ 10,420.00	20.69%
Total General	\$ 50,369.53	100.00%

Question #4: The Solicitation Contract Order Form asks to fill in data for point 17: Code and Facility Code. Can you clarify what data is requested?

Answer: It refers to the complete telephone number including country and province codes.

Question #5: In table 2 pricing in 2.3 it is asked to detail the fees for the services listed. Is it feasible that we can attach an additional table for the transfer services costs? Since we do not charge any fee for this service, the cost of it stipulates a commission to the agency. Or in the same table does this specification detail the cost of service and our commission?

Answer: As per definitions and acronyms (page 11) a *service fee* – is the pricing, if any for a *value-added service*, this means the total cost of the transportation services that will be charged to the Embassy, as listed in the pricing section. No additional tables are required.

Question #6: In point 10, Deliverables, the reports to be delivered are listed; including the Quarterly Sales Activity Report is there a particular format for this report?

Answer: No particular format is required; these reports can be adjusted as per the Embassy needs.

Question #7: In section 5 (page 61) the first paragraph mentions that we must complete an electronic certification. Please clarify this point a bit more?

Answer: Please follow the instructions stated in the solicitation: *An offeror shall complete only paragraph (b) of this provision if the offeror has completed the annual representations and certifications electronically via <http://www.acquisition.gov>. If an offeror has not completed the annual representations and certifications electronically at the System for Award Management (SAM) website, the offeror shall complete only paragraphs (c) through (o) of this provision.*